

POLICY	
Policy Number: HS2020-038	Date Approved: May 2008
Department: Health and Safety	Date Reviewed: October 2020
Accident Investigations	

1. Policy Statement

This policy is to ensure that any accident investigation performed will be completed to the satisfaction of The Town of Kirkland Lake and the Ministries involved.

2. Purpose

The objective of accident investigation is a fact-finding mission only and is not intended to place blame. The purpose of this policy is to ensure that all accidents, injuries, and illnesses are investigated to try to prevent the likeliness of the incident occurring again.

3. Scope

When followed, this policy will result in recommendations for corrective action. Prevention is one of the main focuses of this policy.

4. Definitions

Disabling Injury – any injury or illness that results in either time loss, or modified duties. Disabling injuries / illness can be either temporary (sprained wrist), or permanent (severed limb), depending on whether or not the employee is expected to make a full recovery.

First Aid – emergency treatment administered by a first responder to an injured or sick person before professional medical care is available.

Medical Aid - treatment received for an injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work or a wage loss. Also referred to as Health Care.

Rescue/Revival or other Emergency Procedures - any incident that requires emergency procedures to be implemented, such as hazardous substance spill, bomb threat, and violence prevention procedures.

Critical Injury - include any of the following:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involved the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- Consists of burns to a major portion of the body: or
- Causes the loss of sight in an eye

Fatality - An injury resulting in loss of life.

Incident - means an accident that arises out of and occurs in the course of employment in an industry to which the Workplace Safety and Insurance Act applies and includes:

- A willful and intentional act, not being the act of the worker who suffers the accident,
- A chance event occasioned by a physical or natural cause,
- A disablement, and
- A disabling or potentially disabling condition caused by an occupational disease.

Occupational Disease - Occurs where a worker suffers from an occupational disease and is thereby disabled from earning full wages at work at which the worker was employed, or the death of a worker caused by an occupational disease; and the disease is due to the nature of any employment in which the worker was employed, whether under one or more employments.

Property Damage - An event where contact is made between two objects resulting in alteration of one or both objects.

Fire - An event where undesired combustion occurs.

Environmental Releases - An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.

Near Miss - An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or materials.

5. Policy & Procedures

Reporting Protocol

Type of Incident	Investigation Time Frame
Near Miss	Review at Safety Meeting to determine need to investigate.
First Aid	Review at Safety Meeting to determine need to investigate.
Health Care/Medical Aid/Lost Time	Within 24 hours of report and Workplace Safety and Insurance Board reporting as required.
Fatality	Immediate with Joint Health & Safety Committee (JHSC) and Ministry of Labour (MOL).
Critical Injury	Immediate with MOL.
Occupational Disease	Immediate upon notification.
Property / Merchandise Damage exceeding \$500	Immediate.
Property Damage less than \$1000	Review at Safety Meeting to determine need to investigate.
Fire	Immediate.
Environmental Release	Immediate.

Responsibilities:

Manager/Supervisor

- Make proper notifications as needed;
- Shall participate in the investigation of any and all injuries. Incidents that occur in their department;
- Ensure that the appropriate First Aid is given;

- Complete Incident Investigation Form;
- When applicable, provide the worker with a copy of the Incident Investigation Form;
- Provide transportation to a medical facility or the worker's home;
- Investigate the accident, determine causes and take corrective action where appropriate;
- If Workplace Safety and Insurance Board (WSIB) reporting is necessary, complete the WSIB Form 7 as required. Provide communication of follow up action to affected employees.

Safety Committee

- Where possible, will participate in all injury/incident investigations;
- Monthly review of all injury/incident reports, analyze information and make recommendation to management to reduce recurrences;
- The Safety Committee will follow-up with contact to the appropriate Department Head/Supervisor to ensure correct measures have been taken. If there is no implementation of the recommendations, the contributing factors could surface in another accident/incident.

Safety Coordinator

- Participate in the Incident Investigation as necessary to facilitate Manager/Supervisor and Safety Committee through the process;
- Keeps all Incident Investigation Form records on file and available;
- Ensure all Corrective Action items for Incident Investigations are completed and properly recorded.

Employee

- Report all accidents, incidents, near misses or any event or circumstance related to the above list in the definitions in this policy to Department Head/Supervisors immediately;
- Participate in the Incident Investigation process as requested;
- Participate in the Return to work Program as required.

Procedure

The Department Head/Supervisor, Safety Committee Member and/or First Aid Attendant will:

- **Respond**

- Report to scene of injury/illness;
- Immediately report all accidents, incidents, near misses or any event or circumstance related to the above list of definitions in this policy to the Department Head/Supervisors;
- Prevent or minimize risk of further injuries or property damage;
- Provide emergency care and medical aid for the injured person. If medical attention is required, ensure proper reporting with WSIB is completed. Secure barricade or isolate the scene as appropriate (critical injury, chemical spill, etc.). ***In the event of a critical injury/fatality the scene must be cordoned off and undisturbed, contact the MOL. The scene may not be released until the MOL investigation is completed. ***
- Collect all evidence. for example, pictures of injury and/or scene that may be disturbed prior to the completion of investigation;
- Determine the extent of the damage to equipment, material, building or environment investigation;
- Restore operating functions, to extent possible.

- **Collect Information**

- All information collected is to be done as soon as possible after the injured worker and the area where the injury occurred have been addressed. Ideally the information will be collected at the scene of the injury, but only if it is safe to do so, otherwise find a selected meeting area where the information can be collected properly (i.e. meeting room, office area).
- The Investigator will interview eyewitnesses and people involved and record the statement on the Incident Investigation Form.
- Interview witnesses as soon as possible in a private area and record the witness statement on the Incident Investigation Form.
- Make observations, on site assessment of the scene and record the information on the Incident Investigation Form.
- Take pictures if possible, if not draw a diagram of the scene. Indicate sizes, distances, and weights of objects involved if applicable. Consult

with outside experts if applicable (i.e. suppliers, equipment designers, engineers, etc.).

- **Analyze Information**

- Identify the primary/secondary hazardous conditions/practices.
- Identify the primary/secondary actions.
- Identify the primary/secondary cause of the injury/illness.
- Identify contributing factors that may have acted alone or interacted with one another such as:
 - People;
 - Equipment;
 - Material;
 - Environment;
 - Process;

- **Write Report**

- Use Incident Investigation Form to identify the primary and secondary causes.
- The Investigator and/or Safety Committee will make recommendations to Management that will be effective in preventing a similar injury or illness.
- Include a Corrective Action Plan to address recommendations and include who is responsible, what is to be done, how it is to be done and establish the time frame for completion.
- Send the report to the Department Heads and Safety Committee.

- **Corrective Action Plan**

- Establish a Corrective Action plan and record on Incident Investigation Form. Include the who, what, where, when and how.
- Evaluate the effectiveness of the remedial actions.
- Record on Incident Investigation Form the corrective actions that were taken, the date when corrective action items were completed, and who completed them.
- Include in the minutes of the Safety Committee Meeting in order to communicate recommendations to the employer.

- Communicate the corrective action changes through the use of Internal Notification.
 - Review the hazard assessment to determine whether contributing factors have been previously captured and if not to include now in the hazard assessment.
- **Communication**
 - There is both internal and external communication that will/may be necessary during the Incident/Illness Reporting. The following is a list of examples for both:
 - Internal Notifications to:
 - Employer;
 - Employee;
 - Manager/Supervisor;
 - Safety Committee.
 - Methods of Internal Notification that can be used but is not limited to:
 - Minutes of the Safety Committee;
 - Management holding staff meeting with employees;
 - Postings on the Health and Safety Board;
 - Future Safety Talks designed to address the findings of the investigation.
 - External Notifications to:
 - Critical and Fatal injuries immediately notify the MOL;
 - Incidents requiring medial – dial 911 (where available) or transport worker to medical aid;
 - WSIB within 3 days for injuries requiring medical treatment, injury resulting in a loss time, injuries requiring modified work for more than 7 days beyond the day of injury;
 - Chemical releases immediately to the Ministry of the Environment;
 - Other Insurers as required for property damage, public incident, etc.
 - **Report Review**

- At each of the Safety Committee meetings a review will be done of any and all investigations completed since the last meeting
- The purpose of the review is to determine if any additional investigations need to be conducted and to ensure that the quality of the investigations meet the standards
- Regular quarterly reports of all injury/incidents, near misses, first aids and medical aid treatment will be conducted to review data information collected and to review the need for any further type of investigation required or Corrective Action Plans.

6. Summary

Training

All Managers/Supervisors, Safety Coordinator, Safety Committee Members shall complete the Incident Investigation training

Evaluation

This Safety Committee Co-chairs will ensure that these reviews take place at each Safety Committee meeting.

This policy will be reviewed annually

Legislation/Standard/Regulations

Ontario Occupational Health and Safety Act, R.S. O. 1990